

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 124
EXEMPT

ASSOCIATE DIRECTOR – MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of the Executive Director, Migrant Education, organize and direct Migrant Education programs for the Office of the Fresno County Superintendent of Schools (FCSS); coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations; coordinate and provide services to school districts; create, interpret oral and written program communications in English and Spanish; supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze and review budgetary and financial data for Migrant Education; review and authorize expenditures in accordance with established limitations.
- Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues, conflicts and exchange information; collaborate with external agencies to coordinate program implementation; maintain communications and organization with a variety of county office and school district departments to ensure efficient and accurate program objectives.
- Create documents to convey policies, regulations and state/federal laws to personnel at all levels of organizational hierarchy, stakeholders and the public, involving frequently unique, sensitive and complex contexts.
- Establish and maintain collaborative and cooperative relationships and communications with district superintendents, administrators, directors of categorical programs and other personnel assigned to state and federal programs and the Federal Program Monitoring (FPM) process.
- Monitor and assess operations and activities, including but not limited to summer programs and special events to ensure educational effectiveness and operational efficiency; ensure compliance with the State Service Delivery Plan.
- Monitor program activities at district locations; assist department personnel with the preparation and maintenance of correspondence and reports relating to program activities including Memorandums of Understanding; provide assistance as required at individual locations; ensure smooth and efficient district program activities.
- Oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversee and approve purchase orders and outgoing correspondence; prepare service agreements, financial reports, student data reports including attendance, certificates of eligibility, and other records and reports as assigned.
- Plan, coordinate, oversee and deliver parent presentations and workshops in the areas of migrant direct service, after school intervention programs, high school graduation programs and general Migrant Education related areas such as assessment and instruction.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; participate in the planning and coordination of program enhancement activities including but not limited to workshops, forums, seminars and a variety of other activities.
- Plan, organize, and supervise activities for Migrant Education programs; assist with the development and implementation of program policies, rules and regulations; coordinate the development of policies and procedures with regional representatives including coordinators,

fiscal analysts and others as appropriate; ensure compliance with county office, state and federal rules, regulations, policies and procedures.

- Provide complex technical information and assistance to the Executive Director regarding needs, issues and progress related to the Migrant Education Program; assist in the formulation and development of policies, procedures and programs.
- Receive and respond to staff and public input concerning related needs; assist in the development and implementation of programs, functions, policies and procedures to enhance educational effectiveness and operational efficiency in accordance to the State Service Delivery Plan.
- Serve as county office and program representative on a variety of committees and boards, education panels and other public informational sessions as needed.
- Interpret communications between program personnel, students, parents, outside agencies and the public in designated second language; attend and interpret communications for various meetings, conferences and special events as needed; prepare materials for meetings.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, interpret and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- Correct oral and written usage of English and a designated second language.
- County office and district program compliance issues, regulations and procedures.
- Methods, practices, terminology and procedures used in the administration of migrant education services and the promotion of education for children of all ages.
- Planning, organization, control and direction of operations and activities of the Migrant Education program.
- Principles and practices of administration, supervision and training.
- Public relations and speaking techniques.
- Record-keeping and report preparation techniques.
- Teacher and Support Staff Professional Development
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Attend the state training for Migrant Education programs and oversee the implementation of applicable procedures in program personnel and departments.
- Coordinate program activities and information with county office departments, outside agencies and the public for smooth and effective program operations.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Meet schedules and time lines.
- Monitor program activities at various district locations.
- Plan and organize work.
- Plan, organize, control and direct operations and activities of the Migrant Education.
- Prepare comprehensive narrative and statistical reports.
- Provide technical expertise, information and assistance to county office and district personnel, various committee representatives and the Deputy Superintendent regarding assigned functions.
- Interpret oral and written communications in designated second language.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in program administration or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience in Migrant Education.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Read, speak, interpret and/or write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

APPROVED:

Effective: 08/01/2009

Revised: 07/01/2018; 07/01/2022